

**ROUTING AND TRANSMITTAL SLIP**

Date

27 MAR 86

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials           | Date          |
|---|--------------------|---------------|
| 1. EXO/DDA  | <i>[Signature]</i> | <i>[Date]</i> |
| 2. ADDA   | <i>[Signature]</i> | <i>[Date]</i> |
| 3. DDA  | <i>[Signature]</i> | <i>[Date]</i> |
| 4. <i>Rosam</i>   | <i>[Signature]</i> | 3/28          |
| 5. DDA REGISTRY   |                    |               |

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

**REMARKS**

cc: DA/PLANS  
DA/CMS  
DA/MS  
PROTOCOL BR  
SSA

DONE 3/27/86

EACH DA OFFICE DIRECTOR

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
|  | Phone No.      |

5041-102

\* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

ADMINISTRATIVE - INTERNAL USE ONLY

Executive Registry

86-

1243/1

DDA/REG  
LOGGED

27 March 1986

MEMORANDUM FOR: Executive Director  
Director, Intelligence Community Staff  
Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller  
Director, Office of Congressional Affairs  
Director, Office of Public Affairs  
Vice Chairman, National Intelligence Council  
Administrative Officer, DCI

FROM: Executive Secretary

SUBJECT: The Handling of Correspondence Absent a DDCI

From the effective date of John N. McMahon's resignation as DDCI on 29 March until a new DDCI is sworn in sometime in April (Robert M. Gates' confirmation hearing is currently scheduled for 10 April), there will be no DDCI nor, technically, will there be an Acting DDCI.

By a memorandum of 25 March (copy attached), the DCI has delegated certain authorities normally exercised by a DDCI to   He will not do this, however, as Acting DDCI. The law is quite specific that only individuals duly appointed, confirmed and sworn in can exercise the statutory powers of DCI and DDCI. Among other things, this means that no one can be empowered to sign such things as letters to Congress as Acting DDCI.

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During this period, the following guidelines are offered to assist you in preparing routing slips, action items, correspondence, etc., that would normally come forward for DCI and/or DDCI attention:

a. Routing.

- Material that would normally be intended for the DCI will, on the routing slip, indicate routing through the DDCI-designate and then the DDCI (the EXDIR may or may not appear, as appropriate).

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- Material that would normally go to the DDCI, will go through the DDCI-designate.
- Bob Gates and [ ] will initial off on all routings in the DDCI-designate and the DDCI line respectively.

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b. Correspondence (Signature) Items.

- No correspondence should be prepared on DDCI letterhead (until a new DDCI is sworn in).
- Nothing should be prepared for DDCI or Acting DDCI signature (as there is no one empowered to sign such a piece of paper). Correspondence which would normally have required John McMahon's signature as DDCI should be prepared for the DCI's signature.
- Correspondence that might normally have been prepared for John McMahon's signature as DDCI pertaining to CIA matters (e.g. Thank Yous, kudos, condolence letters, etc.) should be prepared for [ ] signature as Executive Director.

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c. Action Required Items.

- There are a number of items which routinely come forward which have a line for DDCI concurrence and/or approval. (These usually have an EXDIR concurrence line also.) In these cases the reference to DDCI should remain as they have previously. Based on the authorities delegated to Jim [ ] he will sign/initial in the DDCI's space.
- In all such cases, a separate concurrence line should be added for the DDCI-designate just above the EXDIR and DDCI chop lines.

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d. Cables.

- Cables that would have been prepared for release by the DDCI will continue to be done in the same fashion. In these cases, [ ] will sign/initial as the releasing officer.
- In all cases, however, routing should be through the DDCI-designate.

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e. Community Action Items.

- The above procedures apply to those items worked by the IC Staff for DCI and/or DDCI action.

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- For those (e.g. NFIB meeting approvals) that went to the DDCI for approval, the same format would apply with the addition of DDCI-designate prior to the DDCI line. Thus, after Bob Gates has reviewed,  would indicate the action to be taken in the DDCI approval line.
- Similarly, all routing to the DCI/DDCI is to include going through the DDCI-designate.

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Any items you may have that you believe require final action by the DCI or DDCI should be prepared for DCI action. If there are questions on specific items, please call.



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cc: Executive Officer, IC Staff  
Executive Officer, DDA  
Executive Assistant, DDI  
Special Assistant, DDO  
Executive Assistant, DDS&T

Attachment: DCI Memo of 25 March 86, without tabs.

Executive Registry

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86- 1243

25 March 1986

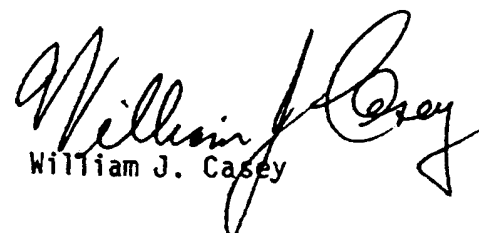
MEMORANDUM FOR: Executive Director  
Director, Intelligence Community Staff  
Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller  
Director, Office of Congressional Affairs  
Director, Office of Public Affairs  
Vice Chairman, National Intelligence Council  
✓ Executive Secretary  
Administrative Officer, DCI

FROM: Director of Central Intelligence

SUBJECT: Temporary Delegation of Authority

John N. McMahon's resignation as Deputy Director of Central Intelligence becomes effective on 29 March 1986. Until such time as a new DDCI is sworn in, the Executive Director, [redacted] shall act for, and exercise the authorities of, the Deputy Director. These authorities include, but will not be limited to, those as set forth at Tab A; they do not include, however, those reserved by law to the DCI and DDCI as set forth at Tab B. While acting in this capacity, James H. Taylor will neither assume the statutory of DDCI nor accrue the full powers associated therewith.

STAT

  
William J. Casey

cc: Senior Duty Officer, Operations Center

Dist:  
Orig - ER File  
① - ES  
1- Each addressee

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